



U.S. DEPARTMENT OF COMMERCE
MANUAL OF SECURITY
POLICIES AND PROCEDURES

Chapter 34 - Identification and Admittance to Facilities

3401 Identification

A. Forms of Identification.

1. All forms of identification for admittance to Department of Commerce facilities must be approved by the Director for Security.
2. Forms of identification in an operating unit should be kept to a minimum and be standardized to the fullest extent practicable to facilitate accountability and prevent unnecessary proliferation. Identification (ID) forms should be restricted to those critical to the accomplishment of the Department's missions. Special forms of identification for unique purposes or special facilities will need justification. An example is the Census Bureau's enumerator ID for special censuses.
3. Any proposal for a new form of identification should be submitted in writing with a detailed justification through the servicing security officer to the Office of Security for approval.
4. Proposals for special operating unit or facility ID forms are covered in paragraph 3402E, Forms of Commerce Identification.

B. Identification Possession and Display.

1. Each Department of Commerce employee is required to possess and carry a form of employee identification while in duty status. All personnel in a facility identified as Level IV or V will display their photo ID on their person above the waist at all times. The displaying of the photo ID in other facilities is recommended. The wearing of the ID badge is an excellent, yet inexpensive form of access control.
2. All non-employees of the Department such as contract personnel, guest workers, research associates, and visitors are required to possess and display personal identification. Exceptions to this policy must be approved by the servicing security officer or by the Office of Security.
3. All Department of Commerce forms of identification are the property of the Department of Commerce.



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4. No Department of Commerce identification form may be possessed or used unless it has been approved and issued by an authorized issuing official of the Department.

C. Authorized Use.

1. Department of Commerce ID forms are intended for official use only by the bearer. The ID forms are used to identify the bearer as an employee or associate of the Department and to authorize admittance to departmental facilities subject to local controls.
2. Department of Commerce ID forms are not intended for use as identification in conducting personal business. It is understood that from time to time employees will be required to identify themselves by name and photograph or by place of employment, for legitimate purposes. The Department assumes no liability for the currency or accuracy of data on the identification form when used for such purposes.

D. Misuse. The misuse of a Department of Commerce ID form, including use for other than official or authorized purposes, repeated loss, failure to carry it while on duty, or refusal to show it when entering a controlled area, etc., may result in forfeiture of the card and revocation of the privileges it conveys or administrative to include discipline. Holders of Department of Commerce ID forms may be required to surrender the ID form at any time by the issuing official or other security authority for cause. When this occurs, an escort may be required for entry into departmental controlled space, or the individual may be subjected to the same procedures and requirements as a visitor to obtain entry.

E. Lost, Expired, and Damaged Identification Forms.

1. The loss of any form of employee identification must be reported immediately to the issuing office, followed by a written report within three working days. The report must include a detailed explanation of the circumstances surrounding the loss.
2. The issuing officer may require a waiting period before a replacement ID form is issued, to provide time for the lost ID to be recovered or for an investigation into its loss to be conducted. The Form CD-487, Visitors' Pass, should be used in the interim.
3. Each ID form that expires or becomes unserviceable should be returned to the issuing office for a replacement.
4. Employees separating from the Department for any reason must turn in, or properly account for, their Department of Commerce ID forms. The processing of an employee's final paycheck



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may be delayed until the employee has accounted for all Government property issued to him or her, including the Department of Commerce ID (see DAO 202-299).

3402 Forms of Identification

A. Video Imaged Identification Card/Building Pass. This form of ID is used where the Video Imaging System is available. The vast majority of employees located in metropolitan areas or major facilities carry this form of identification. The purpose of this form is to authorize entry to Department of Commerce facilities, subject to local procedures and restrictions, and to identify the bearer as an employee or associate of the Department of Commerce. It does not convey any privilege other than as stated here. In addition, the video imaged ID cards have an electronic strip built into the form that replaces separate key cards for entry into specified areas. Such entry may be controlled by a centralized computer system. Individuals may be given access to different areas of a facility based on their position or need for access.

B. CD-43, Official Credential. This two-part credential permits an operating unit head to certify an employee as being an official representative of the operating unit who is authorized to conduct official business on behalf of the unit. Its purpose is to identify the bearer and to establish his or her credentials as an official representative of the operating unit or office. The CD-43 will be used by employees who have direct contact with public officials or officials of other government agencies when they require the cooperation of such officials in carrying out the unit's mission. Examples include inspectors, auditors, or economic development representatives (see Exhibit A).

C. CD-277, Official Investigative Credential. The Official Investigative Credential is a two-part credential, prescribed and illustrated in DAO 207-11, Official Investigative Credential and Badge. The badge is carried by authorized investigative and law enforcement personnel of the Department. Its purpose is to identify and establish the authority of the bearer, usually a Special Agent, investigator, inspector, or auditor, who performs law enforcement functions as specified in DAO 207-11. The credential is annotated to show the bearer's authority to perform enforcement duties such as conducting investigations, executing and serving search warrants, serving subpoenas and summonses, administering oaths, making arrests, making seizures of property subject to forfeiture, carrying firearms, and requiring and receiving information regarding the laws of the United States and the Department. Special Agents of certain law enforcement units of the Department are authorized to carry the Official Investigative Badge. The credential and badge shall authorize the bearer, when in the performance of official investigative or law enforcement duties, to enter any Commerce facility on a 24-hour basis without prior approval. The CD-277, Official Investigative Credential, will not be used in lieu of the issued identification card for routine access to the facility.



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D. CD-487, Temporary Visitor Pass. The Temporary Visitor Pass authorizes visitor admittance to facilities where access is controlled and where some form of registration is required. The CD-487 does not display a photograph or other personal data regarding the bearer and cannot be used for restricted hours admittance. The pass is usually issued by a guard or receptionist for daytime access to a facility. The CD-487 is available through the Departmental forms services. When issued it should be stamped with an expiration date not to exceed 90 days from issuance. See Exhibit B.

E. Other Forms of Commerce Identification. Department of Commerce operating units may develop other forms of identification for controlling access in specific facilities such as a single building or facility within a building. Use of these forms will be limited to the specified facility or purpose and are not authorized for department-wide use. Modifications to Department of Commerce ID forms will not be made without prior approval of the Director of Security.

G. Invalid Forms of Identification.

1. **Expired Forms.** A Department of Commerce ID that has expired is no longer valid, loses the privileges it previously conveyed, and is subject to immediate surrender. Each employee is responsible for monitoring the expiration date of his or her ID form and for making timely arrangements for replacement. Expiration dates shall not exceed five years for Department of Commerce employees and one year for non-employees (such as students or long-term visitors).

2. Obsolete Forms.

- a. Forms no longer in use due to an expired event or the phasing out of a unit are obsolete.
- b. Any form that has been superseded by a more recent version is obsolete.

3403 Procedures for Issuance and Renewal

A. Video Imaged Identification Card/Building Pass. An employee's supervisor may request issuance of a Department of Commerce ID form to the employee either through electronic means or by a memorandum to the issuing security office.

B. CD-43, Official Credential.

- 1. This numbered form is issued in blocks to security officers, upon request, by the Office of Security.



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2. The security officer verifies the need for the credential and arranges for the completion of the form to include obtaining authorized signatures.

C. CD-277, Official Investigative Credential. The issuance of the CD-277 is prescribed in DAO 207-11, Office Investigative Credential and Badge.

3404 Admittance to Departmental Facilities

A. Department of Commerce facilities house a wide variety of functions and activities that are performed by Government employees, departmental associates, official visitors, foreign nationals, and the general public. Access to departmental facilities during and after business hours will be controlled as specified in local security procedures.

1. Policies and procedures for access to local departmental facilities shall be established under the purview of the ranking unit official or senior facility manager, in consultation with the servicing security officer, and shall be in compliance with the policies and minimum standards set forth in the manual.
2. Decisions on admittance policy shall take into consideration the sensitivity of the facility, the criticality of the operations, existing access controls, including guard forces and their response capability, alarm systems, and the investigative process completed on the persons who will have access.

B. Basic Principles for Admission.

1. **Official.** Admittance to departmental facilities is normally for official purposes only. In addition to employees and contractors reporting for work, official business may include interagency and other official calls, visits by the general public on commercial or personal business with the Department, and official functions such as meetings and ceremonies.
2. **Unofficial.** Admittance to departmental facilities may include family visits, social functions, or other events as prescribed and approved by the facility manager or the security officer. The responsibility for the conduct of visitors rests with the sponsor or escort. Facility and security officials shall have standing procedures for carrying out such responsibilities.



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3. Occasional Use of Public Buildings.

- a. Title 44 of the Code of Federal Regulations, Subpart 101-20.4, establishes rules and regulations for the occasional use of Federal Government facilities for cultural, educational, or recreational activities deemed to be in the public interest. The guidance pertains to the public areas such as auditoriums, meeting rooms, courtyards and lobbies of buildings, and permits activities as long as they do not disrupt the operation of the building.
- b. Such use of Department of Commerce facilities is subject to 41 CFR 101-20.4 and the regulations set forth in the manual. Further information regarding this type of activity in Department of Commerce facilities can be found in DAO 206-5, "Occasional Use of Public Areas in Public Buildings," which also contains provisions for the cancellation of such events for security reasons.

C. Identification and Procedures for Admittance. A facility is normally open to the public for official business during regular business hours; however, access is restricted after business hours to protect departmental assets. The following procedures apply to Department of Commerce facilities where the security contact or the senior facility manager has instituted access controls for persons entering the facility and a form of identification such as an identification badge with a photograph is required as an access control.

1. Business Hours.

- a. **Defined.** Business Hours are those hours during which the facility is open for conducting official business of the Department. Certain facilities may not be open to the public even during normal business hours due to local restrictions. Special access controls must be observed in these facilities.
- b. **Commerce Employee Admittance.** When identification is required to gain admittance to a facility, employees will display one of the authorized Department of Commerce forms of identification specified in paragraph 3402, Forms of Identification. Employees with the appropriate identification will not require escorts unless required by local restrictions or unusual circumstances.



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c. **Admittance of Maintenance and Contractor Personnel, Research Associates, Guest Workers, and Foreign Nationals.**

(1) Personnel employed by or under contractual obligation to the Department of Commerce, who are required to gain access to a Departmental facility for more than 180 days, may be issued the contractor version of the Video Imaging Identification for admittance to departmental facilities, subject to local controls.

(2) A person employed by or under contractual obligation to the Department of Commerce, who is required to gain access to a departmental facility for less than 180 days, shall be issued a Temporary Visitor Pass, CD-487, with an expiration date of 90 days or less assigned by the issuing official.

(3) Other Foreign nationals may be admitted to Department of Commerce facilities provided there are sufficient controls in place to prevent access to areas housing classified or sensitive information and restricted technology.

d. **Visitor Admittance.** Visitors may be admitted to public areas of a departmental facility subject to local security procedures. Areas may be closed to public access when circumstances require action to ensure the orderly conduct of Government business. The decision to close public areas shall be made under GSA Federal Property Management Regulations or local requirements after consultation with appropriate security officials.

2. **Security Hours.**

a. **Defined.** Security hours are those hours a facility is closed to the general public where access must be limited to individuals essential to the official business of the Department. The facility manager shall institute access controls for Department of Commerce facilities during security hours. Controls may include locked doors, guard posts, registration logs, and other measures to prevent unauthorized access.

b. **Admittance of Commerce Employees and Maintenance/Contractor Personnel.**

(1) When ID forms are required for admittance to departmental facilities, employees or maintenance and contractor personnel shall display one of the authorized forms of identification specified in paragraph 3402, Forms of Identification, and will be subject to local restrictions prescribed by the facility manager. Some departmental facilities may be closed to employees, contractors, and other persons as special circumstances warrant.



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During such special restrictions, supervisors may need to provide lists of essential persons to the facility manager or security officials to arrange for authorization to enter the facility. A completed CD-165, Admittance to Department of Commerce Installations During Security Hours, other approved form, or a memorandum may be used for this purpose.

(2) An employee, maintenance person, or contractor who does not have a Department-issued form of identification may enter departmental facilities during security hours only with prior written authorization of the facility manager or servicing security officer. The CD-165, or other approved form, or a memorandum may be used for such authorization. The employee shall be bound by any established admittance procedures such as signing a register upon entering and exiting the facility. The facility manager or security officer may require the employee to be escorted by an authorized person.

c. Admittance of Research Associates, Guest Workers, Long-Term Visitors, and Foreign Nationals.

(1) Research associates, guest workers, and long-term visitors who are U.S. citizens, shall obtain prior approval of a facility manager before admittance to the facility is granted. Such access shall be subject to the processing requirements in paragraph 1104, Non-Employees, of the manual. Escorts are mandated for areas housing classified or sensitive information or sensitive technology. Upon admittance, the person shall register with the guard force, if any, or sign a register upon entering and exiting the facility.

(2) Unrestricted access of foreign nationals or other persons who are not associated with the Department through employment or contractual obligation is not in the best interest of the Department or national security. To prevent such persons from having access to sensitive technology or other information without the knowledge of the hosting organization, enhanced access controls shall be instituted by the senior facility manager, security contact, or servicing security officer. Foreign nationals shall be subject to the strictest controls on access and shall be escorted at all times.

d. Visitor Admittance.

(1) Commerce facilities are closed to the public after business hours. Official visitors on Government business may be admitted to facilities subject to local security procedures developed by the facility manager and the servicing security officer. These procedures will require an escort by an authorized person while the visitor is in the facility. Visitors



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in the facility during business hours but remaining into security hours must be escorted by an authorized person if a facility escort requirement exists.

(2) Where prior approval is required for admittance, the CD-165, Admittance to Department of Commerce Installations During Security Hours, or a memorandum, shall be submitted to the office overseeing physical security of the facility. An automated system with integrated authorization controls may be used as an alternative to a manual system. The facility's security procedures shall describe the routing for any necessary approvals.

(3) Employees may escort family members within Department of Commerce facilities during security hours provided such visits do not disrupt the normal business of employees. The facility manager may require a CD-165 or a memorandum for approval. The employee will be held responsible for the family's observance of all pertinent GSA and departmental regulations while in the facility. Facility managers or servicing security officers may utilize a registration form or other written record to obtain an employee's acknowledgment of the responsibility. The Form CD-328, Employee Acknowledgment of Responsibility, may be used for this purpose.

(4) Request for exceptions to the visitor admittance policy must be submitted in writing through the security contact to the facility manager or servicing security officer.

(5) Identification forms shall be limited to those described in paragraph 3402, Forms of Identification.

D. Exceptions to Admittance Procedures. The ultimate decision to control access to a facility rests with the facility official who shall consult with the servicing security officer. All access control procedures shall be established in accordance with the standards prescribed in the Department of Justice Standards for Federal Facilities. If necessary, a facility manager may strengthen the access control procedures in his or her facility. On the other hand, to accommodate unusual operations, facilities, or circumstances, local officials may prescribe less restrictive admittance procedures under the following conditions provided they are within the guidelines established by the Department of Justice Vulnerability Assessment of Federal Facilities.

1. The Office of Security must be advised in writing of the less restrictive procedures within 30 days of its implementation.



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2. The senior facility manager is responsible for controlling access and monitoring the conduct of individuals who are admitted under such procedures.
3. Identification forms shall be limited to those described in paragraph 3402, Forms of Identification, other Government agency forms, or company or institutional identification.
4. All access control and visitor monitoring principles of this manual must be observed during such operations.